

DROP-OFF CHECKLIST

ONE COMPLETED CHECKLIST IS REQUIRED FOR EACH PERMIT PACKAGE

The following information and items are required in order to start the permitting process. If you do not have a completed package, a permit number will NOT be assigned. The permit package will be RETURNED with a list of missing items.

Contractor Name _____ Date _____
 Telephone Number _____ Fax _____
 Email Address _____
 Job Description _____
 Job Value _____ Sq. Ft. _____
 Type of Roofing Material: ☐ Shingles ☐ Metal ☐ Membrane

Contractor

Permit Number



CHECK OFF ITEMS SUBMITTED

All is required to start permit process:

_____ Application
 _____ Owner/Builder Affidavit
 _____ Tax Receipt or Recorded Deed
 _____ Construction Plans
 _____ Master File Design Checklist
 _____ Alum. Eng. Design Checklist
 _____ Plot Plans
 _____ Energy Codes or Affidavit
 _____ Zoning Clearance
 _____ Environmental Health
 _____ Mobile Home Set Up Certification
 _____ Product Approval
 _____ Master Permit Number

Not required for permit process to start:

_____ Notice of Commencement
 _____ Collect Recording Fee
 _____ Driveway Permit Application
 _____ Prepayment Certificate
 _____ Impact Fee Letter
 _____ Power of Attorney
 _____ Other:

Printed Name of Person Submitting Application _____
 Signature _____

FOR OFFICE USE ONLY

<input type="checkbox"/> Bldg	<input type="checkbox"/> OTF	<input type="checkbox"/> Sch Imp	<input type="checkbox"/> Elec
<input type="checkbox"/> Zpa	<input type="checkbox"/> Trust	<input type="checkbox"/> Rd Imp	<input type="checkbox"/> Plbg
<input type="checkbox"/> Addr	<input type="checkbox"/> Dway	<input type="checkbox"/> Fir Imp	<input type="checkbox"/> Mech
<input type="checkbox"/> Notry	<input type="checkbox"/> Nocr	<input type="checkbox"/> Fr Assmt	<input type="checkbox"/> Gas
	<input type="checkbox"/> Pk Imp	<input type="checkbox"/> Swat	<input type="checkbox"/> Irrig
	<input type="checkbox"/> Lib Imp		<input type="checkbox"/> LV

SCANNED DATE _____

Cashier Notes _____

Specialist _____ Date Called _____